NIH REGIONAL SEMINAR ON
PROGRAM FUNDING AND GRANTS ADMINISTRATION

eRA HANDS-ON COMPUTER WORKSHOPS
WEDNESDAY, APRIL 27, 2011 – SCOTTSDALE, AZ

If attending both workshops, please select (1) workshop for the morning and (1) workshop for the afternoon:

8:30am-12:00pm	A	*eRA Electronic Application Submission Workshop*
8:30am-12:00pm	B	*eRA Commons Workshop: Account Administration Basics and Post Submission Functionality*
1:00pm-4:30pm	C	*eRA Electronic Application Submission Workshop*
1:00pm-4:30pm	D	*eRA Commons Workshop: Account Administration Basics and Post Submission Functionality*

Note:

*The following workshops provide basic information geared to administrators, principal investigators and assistants **with little or no eSubmission or eRA Commons experience** and focus on how to use the electronic systems to facilitate application/grant administration.*

- Each workshop requires a separate registration fee of $150.

- The workshops are designed to complement each other with very little overlap.

- eRA Commons staff also will be available at a booth throughout the conference to answer questions and provide one-on-one assistance.

Descriptors:

Workshops A and C
eRA Electronic Application Submission Workshop
Every awarded grant starts with getting an application in the door for consideration. Workshop participants will walk-through the entire process for submitting electronic applications to the National Institutes of Health.

Key topics include:

- Overview of submission process

- Find Opportunity using NIH Guide for Grants & Contracts

- Download Application Package from Grants.gov

- Prepare Application – overview of form components and tips for avoiding Commons errors

Note: Due to time limitations, this workshop does not address each application form component. For an in-depth look at the application form components plan on attending the seminar session, "A Walk-Thru of the SF424 (R&R)".

- Checking Errors/Warnings in eRA Commons Status

- Viewing Assembled Application Image in eRA Commons Status

- Finding Help

Workshops B and D

eRA Commons Workshop: Account Administration Basics

Emphasis on basic eRA Commons functions performed by an Account Administrator.

Key topics include:

- Institutional Profiles

- Personal Profiles

- Roles

- Account Set-Up

- Locked Accounts

- Password and other policies

eRA Commons Workshop: Post Submission Functionality

You've submitted your grant application – what's next? Workshop participants will explore the eRA Commons functionality available after the application is submitted to NIH.

Key Topics include:
- Tracking applications/grants throughout their life cycle (Status)

- Submitting Just-In-Time (JIT) information

- Viewing Notice of Award (NoA)

- Submitting a progress report using the electronic Streamlined Non-competing Award Process (eSNAP)

- Submitting a No Cost Extension (NCE)

- Wrapping up the "paperwork" with Closeout

- Reporting Financial Conflict of Interest (FCOI)

- Using xTrain to prepare and submit Appointment and Termination forms for Training Grants (high level overview)